

Please forward assigned FOIA request to your Division Director so they can determine if request should be assigned to RA for responsive records. (This includes 6RA, 6RA-D and 6RA-DA.)

FREEDOM OF INFORMATION ACT REQUEST
EPA-R6-2013-002441

REQUEST DATE: December 31, 2012

REQUEST RECEIVED: January 3, 2013

REQUESTOR INFORMATION:

Charles Grisham
Box 31526
San Francisco, CA 94131-0526

Email: grish@icloud.com
Fax: N/A

Work Phone # N/A

FEE CATEGORY: Commercial

*****SUBJECT*****

Request Monthly Progress Reports for October 2012, November 2012 and December 2012 for Arkwood Superfund Site aka ARKWOOD, INC. (EPA ID: ARD084930148)

*****ASSIGNED OFFICE(S)*****

6SF

DUE DATE: February 1, 2013

*****SPECIAL INSTRUCTIONS TO DIVISIONS*****

1. Always note Fee commitment by requester: \$ 25
2. Call the requester with a fee estimate, if cost is expected to exceed amount committed \$ 25
3. Each Division must obtain Division Director or delegate concurrence on denial log before routing to ARA signature.
4. Send a copy of the response and cost information sheet to the FOIA Office (6MD-OE).

*****DO NOT WRITE IN THIS SPACE, FOR FOIA OFFICE USE ONLY*****

BILLABLE COST

\$4.00	\$7.00	\$10.25	Pages	Other	TOTAL
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6SF

ADMINISTRATIVE COST

Postage	Free Docs.	Other	TOTAL
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request Monthly Progress Reports for October 2012, November 2012 and December 2012 for Arkwood Superfund Site aka ARKWOOD, INC. (EPA ID: ARD084930148)



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 6
1445 ROSS AVENUE, SUITE 1200
DALLAS, TX 75202-2733

CERTIFICATION OF ADEQUACY OF SEARCH ON
"NO RECORD" RESPONSES

I, _____, certify that I am employed by the Environmental Protection Agency, Region 6, in Dallas, Texas (or acting as a representative) as _____, that I am familiar with the records requested and/or that I am responsible for conducting the search for responsive records for Request Identification Number 06-FOI-_____, and that I have conducted an "adequate" search for responsive records by searching the below listed location(s) (as applicable):

- 1.
- 2.
- 3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured and/or determined by the "reasonableness" of the effort of the search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. Moreover, after conducting an adequate search for records on behalf of the _____ Division/Unit, I have located no records responsive to this request or portions thereof. Further, I am attaching an itemized listing of all records which my search supports are not in the Region's possession.

Dated: ____/____/____

Signature of Person Conducting Search

Dated: ____/____/____

Signature of Designated Supervisor for
Person Conducting Search

STAFF CHECKLIST FOR TRANSMITTAL OR RECORDS/INFORMATION
06-FOI _____

	YES	NO	N/A
Program has responsive records	—	—	—
Searched all possible locations (hard copy/e-mail, Files in workstation, filerooms, hard/flash/shared drives, CDs, blackberries, etc.	—	—	—
Advised RFO/DFC of any special circumstances/ sensitivity related to the FOIA Request	—	—	—
Consulted with the FOIA Requester and/or RFO/DFC for further clarification of the request	—	—	—
Completed "Certification of Adequate Search" form For "No Records" Response	—	—	—
Completed Cost Sheet			
Provided responsive records to the assigned FOIA Specialist by due date on transmittal form	—	—	—

Date: _____ Signature: _____ Ext. _____

Printed Name: _____ Office Name: _____

COMMENTS: _____

THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE REGIONAL FOI OFFICER ALONG WITH THE RESPONSIVE RECORDS, A COST SHEET AND "NO RECORDS" CERTIFICATION FORM (IF NECESSARY), FOR EACH FOIA REQUEST PROCESSED

INTERNAL USE ONLY – DO NOT SEND THIS TO REQUESTER

Please read instructions on back before completing form

FOIA FEE CALCULATION WORK SHEET				
1. REQUEST NUMBER 06-FOI-	2. TYPE OF REQUESTER	3. DATE COMPLETED / /	4. ACTION OFFICE	
<p>NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Division also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.</p>				
5. FEE COMMITMENT AMT.	6. DATE OF VERBAL/WRITTEN COMMITMENT	7. FEE COMMITMENT RECEIVED FROM		
8. CLERICAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST	
a. Search - \$ 4.00 @ ¼ HOUR		x \$ 4.00		
b. Review - \$ 4.00 @ ¼ HOUR		x \$ 4.00		
9. PROFESSIONAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST	
a. Search - \$ 7.00 @ ¼ HOUR		x \$ 7.00		
b. Review - \$ 7.00 @ ¼ HOUR		x \$ 7.00		
10. MANAGERIAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST	
a. Search - \$ 10.25 @ ¼ HOUR		x \$ 10.25		
b. Review - \$ 10.25 @ ¼ HOUR		x \$ 10.25		
11. DUPLICATION/REPRODUCTION	TOTAL	RATE or ACTUAL	COST	
a. Paper or Computer Page (2 sided copy = 2 pages)		x \$.15 pg =		
b. Diskette or CD (Specify) 3 CDs		\$ 1.00 each =		
c. Microfiche		x \$ 1.00/sheet =		
d. Microfilm		x \$10.00cartridge =		
e. Video or Audio Cassette (Specify)		x \$ 5.00 each =		
f. Maps		x		
g. Photos				
12. OTHER COSTS	TOTAL	RATE or ACTUAL	COST	
a. Computer Cost		x		
b. Certifications		x \$25.00 =		
c. Special Handling-Overnight Mail		x		
d. Other (Specify)		x =		
13. Actual Admin. Cost for Non-billable Staff time	TOTAL	¼ HOUR RATE	COST	
a. Preparer's Name Grade/Step		x =		
b. Preparer's Name Grade/Step				
14. FOR FOIA OFFICE USE ONLY				
a. TOTAL ADMINISTRATIVE/PROCESSING FEES _____		c. TOTAL CHARGED _____		
b. TOTAL COLLECTABLE FEES _____		d. FEES WAIVED/REDUCED YES OR NO _____		